

information as the Quarterly Progress Reports, but they are only submitted twice a year (due April 20 and October 20).¹⁰

Note: CDSS receives progress reporting requirements in the Financial Assistance Award letter sent by ORR.

Counties are informed about the reporting requirements when they receive notice from RPB about their allocation amounts for each type of funding. The reports that counties must submit are to be mailed to:

Refugee Programs Bureau
California Department of Social Services
744 "P" Street, M.S. 6-646
Sacramento, CA 95814

The CDSS will provide specific guidance on reporting requirements via Refugee Coordinator Letters and on the RPB website at www.cdss.ca.gov/refugeeprogram.

VII. PROGRAM MONITORING

A. Monitoring Responsibility

Counties are required to conduct fiscal and program monitoring of their RSS, TA Formula, TA Discretionary, and/or other CDSS-allocated ORR Discretionary programs, including any county in-house program providing direct services, funded through allocations from CDSS.

B. Monitoring Frequency

For each program year, the county must conduct at least one comprehensive monitoring review of its refugee services providers. The review must be conducted onsite and must be completed no later than six months from the beginning of the program year.

C. Monitoring Activities

As part of the monitoring process, the county is responsible for verifying:

- 90-day follow-up on job placements, including that complete records concerning the participant job placements (i.e., employer's name; address; telephone number; date of placement, follow-up, and termination dates; starting salary or wage; and job title) are maintained;

¹⁰ See Exhibit E, Semi-Annual Progress Report Format.

- That the data reported are accurate;
- That program deficiencies have been corrected in accordance with a provider-specific corrective action plan; and,
- That a description of its monitoring activities is in the County Refugee Services Plan.¹¹

The county must submit a written report on the monitoring review to CDSS, no later than 45 days from the completion date of the review to:

Refugee Programs Bureau
California Department of Social Services
744 "P" Street, M.S. 6-646
Sacramento, CA 95814

The monitoring requirements identified in these guidelines and the county plan do not apply to refugee programs that counties operate with funding received directly from ORR.

VIII. FEDERAL/STATE REGULATIONS, STATUTES AND FUNDING NOTICES

Listed below are relevant web links that may assist in operating the Refugee Program, including federal and state regulations and samples of federal funding notices.

- Code of Federal Regulations, Title 45, Public Welfare, Chapter IV, Part 400 **Refugee Resettlement Program.**

http://www.access.gpo.gov/nara/cfr/waisidx_05/45cfr400_05.html

- Code of Federal Regulations, Title 45, Public Welfare, Chapter IV, Part 401 **Cuban/Haitian Entrant Program.**

http://www.access.gpo.gov/nara/cfr/waisidx_05/45cfr401_05.html

- Code of Federal Regulations, Title 45, Public Welfare, Subtitle A, Part 74, **Uniform Administrative Requirements for Awards and Subawards.**

http://www.access.gpo.gov/nara/cfr/waisidx_05/45cfr74_05.html

¹¹ See Exhibit A, County Refugee Services Plan Format and Instructions, Section VII., Appendices, Subpart B., County Monitoring Process, for specific monitoring requirements.